

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS

Job Posting

Job Title: Payroll Technician
Department: Accounting
Reports To: Controller/Lead Payroll Technician
Status: Non-exempt
Salary Range: \$15.13 to \$20.47 per hour
Level: 4
Opens: December 15, 2014
Closes: January 12, 2015

SUMMARY

Responsible for the all aspects related to LTBB governmental and other enterprise payrolls, as assigned, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Compile payroll data such as hours worked, insurance, taxes to be withheld, and employee identification number, from time sheets and other records.
- Prepare computer input forms by entering data into files, or computes wages and deductions and posts to payroll records.
- Preview compilation and preparation of other payroll data such as, insurance, change of address, marital status, etc.
- Performs a wide variety of record keeping and payroll processing activities, such as computing wage and overtime payment, calculating and recording payroll deductions.
- Reviews accuracy of payroll reports and payroll check register, including wages computed and corrects errors.
- Reconciles vendor invoices, determining and correction out-of-balance conditions
- Preparing and filing local, state, and federal payroll tax reports
- Maintains payroll records, voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting and documents, documenting and updating procedures and preparing special reports for management.
- Maintains payroll systems and maintenance, including updating tax tables, creates adjusting payroll data items as needed

- Maintains payroll and related records recording the accumulation and use of PTO, holidays, and miscellaneous leaves of absence.
- Compiles information for annual 401K census and workers compensation audit.
- Provides Auditors with the required payroll information as requested
- Assist in administering policies and procedures in a fair and professional manner.
- Maintain confidentiality of all files and accounts of the LTBB Accounting Department.
- Other duties within scope of job as assigned by supervisor.

QUALIFICATIONS

Must be familiar with Windows, Microsoft Office, and possess general word processing and strong Excel spreadsheet skills. Must have experience with automated payroll systems, both using the system and maintaining the system setup. Some heavy lifting and local travel required. Must have an excellent work history, showing reliability and attention to detail.

EDUCATION AND EXPERIENCE

Associate's degree (A. A.) with a focus in Accounting, Payroll certification and 5 years payroll experience. Tribal governmental experience a plus. An equivalent of work experience, Associate's Degree with ongoing class towards a Bachelor's Degree in Accounting, and Payroll Certifications will be considered.

MATHEMATICAL SKILLS

Demonstrated ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

COMMENTS

Indian Preference will apply. Individual must be able to pass an extensive criminal background investigation.